

- United States Environmental Protection Agency, Atlanta GA, 30365 POSITION DESCRIPTION COVERSHEET		1. Duty Location Atlanta GA		2. Position Number 9507	
3. Classification Action					
Reference of Series and Date of Standards Used to Classify This Position GS-343; AAGEG					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Program Analyst	GS	343	13	100
4. Supervisor's Recommendation	PROGRAM ANALYST	GS	343	13	
5. Organizational Title of Position (if any)			6. Name of Employee CHARLOTTE WHITLEY		
7. Organization (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. REGION 4			f.		
c. SUPERFUND DIVISION			g.		
d. RESOURCE & SCIENTIFIC INTEGRITY BRANCH			h. EPAYS Organization Code: TH F000000		
8. Managerial Designation					
<input type="checkbox"/> First or second level supervisor of 3 or more employees engaged in substantive professional, technical or administrative work. Duties include assigning, directing and reviewing work evaluating performance recommending personnel actions, training and developing employees, etc.			<input type="checkbox"/> An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.		
<input type="checkbox"/> A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.			<input type="checkbox"/> A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.		
<input checked="" type="checkbox"/> None of the above applies. This is a non-managerial position.					
9. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulation.					
a. Typed Name and Title of Immediate Supervisor JAMES S. KUTZMAN, DEPUTY DIRECTOR WASTE MANAGEMENT DIVISION			d. Typed Name and Title of Second-Level Supervisor WINSTON A. SMITH, DIRECTOR WASTE MANAGEMENT DIVISION		
b. Signature 		c. Date AUG 22 2003		e. Signature 	
				f. Date AUG 22 2003	
10. Official Classification Certification					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		
Signature of Classification Official Jena W McPhail		Date 8/22/03		d. Bargaining Unit Code 0023	
				e. Functional Code 00	
11. Remarks: STATEMENT OF DIFFERENCES:					

PROGRAM ANALYST
GS-343-13

I. INTRODUCTION

This position is located in the Waste Management Division, Programs Services Branch, Information and State Programs Section. The purpose of this position is to serve as the Superfund Information Management Coordinator (IMC) which is the Regional lead for implementing this mandate. The IMC's responsibilities are pivotal in determining resource needs for the Superfund program, managing the Superfund budget, defining the program's targets, tracking accomplishments against the targets, and in determining the overall direction of the program. Information and analysis developed, coordinated and tracked by the IMC through management of the SCAP/STARS systems is directly linked to the effective management of the Superfund Program in the Region. In turn, since Region IV has one of the largest and most progressive Superfund programs, these activities directly affect the national program.

II. DUTIES AND RESPONSIBILITIES

1. Conducts analyses and formulates solutions of problems associated with the establishment of planning and funding priorities for enforcement actions and/or remedial/removal measures and coordination of program activities with states to ensure effective utilization of available resources. Develops, oversees and maintains the Region's extramural budget for the remedial, removal, site assessment, federal facilities, and enforcement programs including all funding provided for support functions. Works directly with all levels of Regional managers from Section Chief level through Division Director level and appropriate Headquarters staff. Independently manages the Regional CERCLIS data base which is the source of all Superfund planning and budgeting data (i.e. a national computerized system that is managed entirely by the regional offices). The Regional Local Area Network based systems: WasteLAN, Remedial Pipeline Project Management (RP2M), SCAP Management Reporting System (SMRS), and SMARTech are also managed independently by the IMC. Accurate and timely reporting and tracking of targets and accomplishments is essential since CERCLIS is utilized to set intramural and extramural resource levels. The incumbent has a detailed knowledge of the Superfund program, the CERCLIS core data elements and the SCAP/STARS reporting requirements to make sure that quality data is in the system and that Regional accomplishments appear correctly on the national reports. Provides interface with Headquarters managers and staff to ensure that the Region receives credit for its accomplishments and extramural funds to support planned activities. Serves as the Region IV representative on the CERCLIS Management Council. The CERCLIS Management Council is a national workgroup comprised of

one representative from each Region along with ten Headquarters representatives. The Council is responsible for overall maintenance of CERCLIS and ensuring the system reflects changing program priorities.

2. Establishes annual Superfund Comprehensive Accomplishment Plan (SCAP) and Strategic Targeted Activities for Results System (STARS) commitments and makes quarterly adjustments after working directly with RPMs, Section Chiefs, and Branch Chiefs in the CERCLA portion of the Waste Management Division. The SCAP is the program's central mechanism for planning, budgeting, tracking and reporting progress at Superfund sites. STARS is a Headquarters system for setting environmental priorities and measuring Regional progress towards meeting Agency goals. Establishes regional SCAP planning guidance, procedures, and definitions.

Responsible for developing and coordinating program procedures for establishing Regional SCAP and STARS commitments for the Site Assessment, Removal, Remedial, Federal Facilities, and Enforcement programs. Analyzes and interprets the effect of proposed commitments on the extramural budgets, and analyzes and presents the implications of commitments on extramural resources. After considering the above, a recommended course of action is presented to upper management. Once a decision is made by upper management as to the course of action, the incumbent is responsible for formulating the Regional negotiation position for discussion of annual targets with Headquarters. Annual negotiations between the Regional managers and Headquarters to finalize targets and budgets for the upcoming fiscal year are coordinated by the incumbent.

Responsible for reporting SCAP/STARS accomplishments to Headquarters and subsequently resolving discrepancies. Also responsible for daily program management activities. Responsible for establishing and maintaining procedures for internal collection of project related information. Ensures Regional accomplishments are accurately reflected in CERCLIS in a timely manner and all discrepancies are resolved. Ensures compliance with programmatic requirements prior to submittal to Headquarters.

3. Serves as Team Leader responsible for overseeing the activities performed by the Database Administrator and Project Tracking Assistants, provides them with guidance on and prioritization of daily activities such as coordination of enforcement and response funding and system data quality. Oversees timely data collection, entry, and QA/QC and provides direction for data handling (RPMs, Section Chiefs and others).

4. Coordinates and conducts information dissemination to appropriate Regional, Headquarters and State program managers as well as the general public, regulated community and elected officials. At times this requires preparing briefings for the

Division Director, Deputy Regional Administrator or Regional Administrator.

5. Manages the extramural advice of allowance on a daily basis to ensure that funds are expended on previously identified projects or proper adjustments to funding levels are made as appropriate. Responsible for shifting funds among allowances in order to provide for changing program priorities and makes recommendations to upper management to effect these funding shifts. Special funding requests are coordinated with Headquarters and the Regional Comptroller Branch. Coordinates and tracks the Regional Response Priority List (formerly the Remedial Action Prioritization List) and is responsible for identifying and obtaining funds from Headquarters for remedial actions, early actions, and NPL Caliber projects on an as needed basis. Also, coordinates submission of mega-site plans and ensures that the appropriate funds are available.

6. Provides or procures technical support and training for the Superfund program staff on new and/or existing Superfund related systems. This ensures that Superfund program staff and management are current in their ability to track and direct site activities to achieve SCAP and STARS targets.

7. Manages the contract delivery order for the WASTELAN database administrator (contractor position) to ensure compliance with Agency contract management regulations and guidance.

8. Performs other duties as assigned.

III. KNOWLEDGE REQUIRED BY POSITION

Comprehensive knowledge of and relationships between the various Superfund environmental program and administrative policies, objectives, initiatives, processes and procedures including those for Superfund environmental program planning, budget planning and execution, and Superfund financial management and accounting systems. This includes detailed knowledge of the technical milestones and timing of key program events involved in site assessment, removal actions, remedial investigations, cleanup decisions, remedial design, and remedial actions at Superfund sites. Knowledge of the enforcement actions, State lead site cleanup events and funding, support activities conducted by other agencies and their relationship and impact on the Agency's programs and resources is required.

In depth knowledge of the various financial methods and mechanisms that are used to expend appropriated Superfund funds, including Interagency Agreements and transfer allocations, cooperative agreements with States, State and technical assistance grants, all contract vehicles used by the program, purchase requests, and other means of funding site activities.

Comprehensive knowledge of the Superfund appropriation structure, program element structure, object class codes, distinctions between extramural and intramural funds, and related budget/financial policies governing the control, use and limits associated with various categories of extramural funds. This includes detailed knowledge of how regional resources are determined by the application of the program goals and planning components of the Superfund Program Implementation Manual (SCAP manual) to the Superfund workload model determination of projected resources based on planned site activities for the current and out year budgets. All the above knowledge is used in evaluating program accomplishments through the Strategic Target and Accomplishment Reporting System.

Knowledge of Delivery Order Project Officer and Work Assignment Manager duties and responsibilities for contract management functions.

Working knowledge of Regional and National Superfund information management systems, including all aspects of CERCLIS and WASTELAN. This includes work experience with personal computers, developing automated databases, and reconciling database information between numerous and varied information systems in the Agency as well as other agencies.

Ability and skill to effectively communicate guidance and procedures to Regional staff and management, both verbally and in writing. Ability and skill in communicating with a technical workforce of scientists and engineers in order to coordinate and evaluate technical Superfund site information with the complex administrative and programmatic requirements of the Superfund program. Requires the ability to develop and present a strong Regional position, both in-house and with Headquarters, to negotiate effectively with management on programmatic issues that may require considerable change in procedures or conflict with the desires of program management.

Highly developed organizational skills and the ability to manage multiple, varied and complex tasks under strict deadlines with minimal guidance.

IV. SUPERVISORY CONTROLS

The incumbent's supervisor is the Chief of the Information & State Programs Section. As an authority on Superfund program planning and resource allocation, incumbent receives only administrative and policy direction concerning overall program priorities and objectives. Incumbent is delegated complete responsibility and authority to carry out the program planning and analysis required to meet priorities and objectives using discretion and judgement in completing this function. Work is normally reviewed only if it impacts national policy or is potentially controversial. Decisions and recommendations for management concurrence that have major impacts on Regional or

national policy are made after consultation with and concurrence by the Supervisor.

V. GUIDELINES

Guidelines consist of Federal laws and regulations, OSWER manuals and publications, and Agency and Regional policies and program directives. The incumbent is expected to be thoroughly familiar with such guidelines and be able to interpret them and apply precedents and program experience to new problems or different situations that arise in the Region and are not covered by guidelines. Judgement and originality are often required. Broad program objectives and budget/financial principles and concepts must often be applied to resolve problems among the environmental programs, the actual site situations, budget/financial limits and requirements, and information system discrepancies and limits.

VI. COMPLEXITY

The Superfund program is widely recognized as one of the most complex government programs ever established. The scope of the mission, degree of scientific uncertainty, and the precedent setting legal issues involved in the execution of the program are unmatched in the history of the Agency. The incumbent is expected to have a working knowledge of all major elements of the program and, in particular, the numerous and varied interrelationships between technical and legal issues which affect program planning and budgeting. This allows the development and implementation of long-range plans and objectives for the administration of the program and measures of program effectiveness. Incumbent must adapt and interpret frequent changes in national program measures and directions to the Regional program plan and budget. The work is complicated by the need to develop data about workload models and program accomplishments which are projected to out-years for resource planning purposes and requires redefining measures and budgets to meet the objectives, both current and projected. The program's information management system, budgeting procedures, and accountability systems are complex and subject to frequent change as Congress reassesses program accomplishments. This leads to shifting priorities and unexpected challenges in these areas of responsibility that must be addressed by the incumbent.

VII. SCOPE AND EFFECT

The purpose of the incumbent's work is to successfully develop and manage current and out-year planning and budgeting information within the Superfund program. This is essential for the Region to successfully complete the technical and legal accomplishments negotiated with headquarters for a given fiscal year.

The incumbent's work also results in the compilation and

analysis of long term performance data for the Regional program which is essential for long term success within the program. This is because, although the program is evaluated on a quarterly basis by headquarters, typical Superfund projects span several years and can easily take 30 years or more to complete.

VIII. PERSONAL CONTACTS

The incumbent will have frequent and varied interactions with Section Chiefs, Branch Chiefs, and the Associate and Division Director within the Region's Superfund program, all at least several management levels removed from the incumbent. Over 100 On-Scene Coordinators and Project Managers will have occasional contact with the incumbent. Headquarters contacts include Section Chiefs, Branch Chiefs, Division Directors, and Office Directors. Personal contacts may include other Federal and State agencies, attorneys, contractors, representatives of private industry, and public groups. Also, because the Superfund program is a high visibility Federal program, it is subject to continuous oversight by Agency Headquarters, Congress, GAO, the Inspector General, and the public. The incumbent can expect to have some contact with these and other groups interested in obtaining information about the program and Region 4's activities at listed and potential National Priority List sites.

IX. PURPOSE OF CONTACTS

The purpose of headquarters contacts include negotiating regional program targets and the associated budgets; clarification of guidance, policy, and procedures; reporting on accomplishments; contributing to the development of guidance, policies, and procedures; contributing to the ongoing development or implementation of Superfund information management systems; answering ad hoc information requests on all aspects of the program; workload model negotiations and development; and the piloting of new information management systems.

Contacts within the Region are for the purposes of data collection, quality assurance, and distribution related to program planning and budgeting, analysis of program trends and historical data for use in out-year planning, management reporting, and providing assistance to all levels of staff and management in the interpretation and development of project and program planning information. Contacts include budget and finance management to maintain an interface between IFMS and the program budget.

Contacts with other regions are for the purposes of sharing information on program planning and budgeting, participation in workgroups and life cycle management of the CERCLIS and WASTELAN information management systems, and influencing their opinions and vote on programmatic issues.

X. PHYSICAL DEMANDS

Work is sedentary in nature and the incumbent is not expected to encounter physical demands beyond those of normal office work.

XI. WORK ENVIRONMENT

Work is in an office setting with some domestic travel required for meetings, conferences, and work group sessions.